Report Card For Family & Group Child Care Homes

Issued To:

Facility:

Date:

Accredited by:

TENNESSEE DEPARTMENT OF
HUMAN
SERVICES

Report Card
For Family & Group Child Care Homes

Facility Name: _____ **Date:** _____

Accredited by: _____

HIGHER QUALITY STANDARDS → BETTER → MINIMUM STANDARDS

PROFESSIONAL DEVELOPMENT	COMPLIANCE HISTORY	PARENT/FAMILY INVOLVEMENT	BUSINESS MANAGEMENT	PROGRAM ASSESSMENT
☐ The primary caregiver has a current Child Development Associate credential; or an Associate's Degree or higher and 2 years' experience in early care and/or other education program. ☐ Completes 20 hours' training each year in addition to the Department's annual training requirements. ☐ The primary caregiver maintains membership and documented participation in a family care support group, local, state or national association.	☐ During the previous licensing year the agency: — was not put on probation; — did not have any part of its license suspended; — did not receive a major civil penalty; or — did not receive more than 3 minor civil penalties.	☐ Provides an orientation meeting for parents/family/children new to the agency. ☐ Provides a monthly written communication for parents of preschool and school-age children. ☐ Provides opportunities for parent/family participation in the child care program. ☐ Offers at least 1 annual parent/family meeting.	☐ Provides a parent packet that includes: — personalized contracts between the child care agency and the parent; — agency policy; — agency philosophy; — parent resources; and — if children with special needs are enrolled or applying for enrollment, information on resources for such children. ☐ Maintains a financial and program record-keeping system. ☐ Maintains documentation of orientation for staff substitutes. ☐ Offers parents an annual opportunity to evaluate the child care agency.	☐ Selected rooms or groups were assessed by trained observers using a scale that indicates the level of quality in the room or group as being either "Inadequate," "Minimal," "Average," "Good" or Excellent." This agency received a score of _____. This score indicates a level of quality observed in this child care agency that was at least GOOD or higher as compared to national findings. ☐ Following the initial agency assessment, has developed an improvement plan based upon the agency's Assessment Results.
☐ The primary caregiver shall have 30 hours' family child care training, or documented enrollment therein, through TECTA, a Tennessee Technology Center or other training as recognized by the Department. ☐ Each year after the foregoing 30 hours' training are completed, the primary caregiver shall complete annually 10 hours' training in addition to the Department's annual training requirements. ☐ The primary caregiver shall maintain membership in a family care support group, local, state or national association; or ☐ Complete 40 classroom hours toward the Child Development Associate credential.	☐ During the previous licensing year the agency: — was not put on probation; — did not have any part of its license suspended; — did not receive a major civil penalty; or — did not receive more than 4 minor civil penalties.	☐ Provides an orientation meeting for parents/family/children new to the agency. ☐ Provides a monthly written communication for parents of preschool and school-age children.	☐ Provides a parent packet that includes: — personalized contracts between the child care agency and the parent; — agency policy; — agency philosophy; — parent resources; and — if children with special needs are enrolled or applying for enrollment, information on resources for such children. ☐ Maintains a financial and program record-keeping system.	☐ Selected rooms or groups were assessed by trained observers using a scale that indicates the level of quality in the room or group as being either "Inadequate," "Minimal," "Average," "Good" or Excellent." This agency received a score of _____. This score indicates a level of quality observed in this child care agency that was between AVERAGE and GOOD as compared to national findings. ☐ Following the initial agency assessment, has developed an improvement plan based upon the agency's Assessment Results.
☐ The primary caregiver shall have 30 hours' family child care training, or documented enrollment therein, through TECTA, a Tennessee Technology Center or other training as recognized by the Department. ☐ Each year after the foregoing 30 hours' training are completed, the primary caregiver shall complete annually 10 hours' training in addition to the Department's annual training requirements.	☐ During the previous licensing year the agency: — was not put on probation; — did not have any part of its license suspended; — did not receive a major civil penalty; or — did not receive more than 5 minor civil penalties.	☐ Provides an orientation meeting for parents/family/children new to the agency.	☐ Provides a parent packet that includes: — personalized contracts between the child care agency and the parent; — agency policy; — agency philosophy; — parent resources; and — if children with special needs are enrolled or applying for enrollment, information on resources for such children.	☐ Selected rooms or groups were assessed by trained observers using a scale that indicates the level of quality in the room or group as being either "Inadequate," "Minimal," "Average," "Good" or Excellent." This agency received a score of _____. This score indicates a level of quality observed in this child care agency that was AVERAGE as compared to national findings. ☐ Following the initial agency assessment, has developed an improvement plan based upon the agency's Assessment Results.
☐ All caregivers complete: • training in detection, reporting and prevention of child abuse; • 2 hours' in-service training each year. ☐ The primary caregiver completes: • Family Home – 4 hours' in-service training each year, • Group Home – 8 hours' in-service training each year.	☐ Agency is currently licensed.	☐ Provides a signed copy of policy statement to parent. ☐ Maintains a written plan of how the primary caregiver intends to communicate daily with parents of every child below 31 months of age.	Maintains adequate financing of the child care operation.	☐ No minimum licensing standard.